



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20<sup>th</sup> February 2015

Interested, qualified and experienced individual consultants are hereby invited to forward their applications for the assignment as detailed below.

Number of positions	: 1
Contract Type	: International Individual Consultant
Country	: South Africa
Description of the assignment	: UNDP-GEF Midterm Review
Period of assignment/services (if applicable)	: 17 working days spread over 6 weeks
Estimated Contract Commencement Date	: 12 March 2015
Estimated Contract End Date	: 27 April 2015

Applications should be submitted by email to the following address :-  
[procurement.za@undp.org](mailto:procurement.za@undp.org)

The deadline for submission of applications is by close of business on 6<sup>th</sup> March 2015.

Any request for clarification must be sent by standard electronic communication to the e-mail address indicated above. UNDP will respond by standard electronic mail and MAY send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who would have acknowledged receipt of this notice and thus confirmed that they shall be submitting their applications.

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## 1. BACKGROUND and Project description

### Project Title

Market Transformation through the Introduction of Energy Efficiency Standards and the Labeling of Appliances in South Africa

### Project Description

This is the Terms of Reference for the UNDP-GEF Midterm Review (MTR) of the full-sized project titled *Market Transformation through the Introduction of Energy Efficiency Standards and the Labeling of Appliances in South Africa* (PIM 3277) implemented through the Department of Energy (DoE), which is to be undertaken in 2015. The project started on the 11 November 2011 and is in its fourth year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* (see Annex).

The project was designed to support the implementation of South Africa's Energy Efficiency Strategy which set an overall energy intensity reduction target of 12% by 2015 and 10% reduction in the residential sector. The Strategy includes Standard and Labeling (S&L) program for appliances and equipment as a key market transformation strategy for achieving such a reduction. The Global Environment Facility (GEF) in collaboration with UNDP has committed US\$ 4'375 million to support this project. Total co-financing from government is US\$4'750 (cash \$ 3,435,000 and in-kind \$1,315,000).

The project is designed to address the policy, information, technology and financial barriers which are preventing the widespread introduction and uptake of efficient appliances. GEF funds will be used to provide assistance to the government, national agencies and the private sector to introduce and implement the mandatory S&L program successfully. At the same time relevant capacity building activities will be implemented through training and technical assistance.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

### . Scope of Work and Key Tasks

The MTR will be undertaken by an independent international consultant with experience and exposure to similar projects and evaluations in Africa.

The MTR consultant will first conduct a document review of project documents (i.e. PIF, UNDP Initiation Plan, Project Document, ESSP, Project Inception Report, PIRs, Finalized GEF focal area Tracking Tools, Project Steering Committee meeting minutes, Financial and Administration guidelines used by Project Team, project operational guidelines, manuals and systems, etc.) provided by the Project Team and UNDP. The consultants will participate in a MTR inception workshop to clarify their understanding of the objectives and methods of the MTR, producing the MTR inception report thereafter. The MTR mission will then consist of interviews and site visits to the following: 3 test facilities (Gerotek, Test Africa and South African Bureau of Standards); 4 manufacturing companies (Defy, WE Geysers, Kwikot and Franke) and 5 importing companies (Whirlpool, Smeg, Panasonic, Inventum and Samsung) with the majority located in Johannesburg, Gauteng Province except for Defy offices located in Durban, KwaZulu Natal Province.

The MTR consultant will assess the following four categories of project progress and produce a draft and final MTR report. See the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* ([http://www.mn.undp.org/content/dam/mongolia/Procurement/proc-notices/ProcurementAnnouncement2014/EbA/20140827/Guidance%20for%20Conducting%20Midterm%20Reviews%20of%20UNDP-Supported%20GEF-Financed%20Projects\\_Final\\_June%202014.pdf](http://www.mn.undp.org/content/dam/mongolia/Procurement/proc-notices/ProcurementAnnouncement2014/EbA/20140827/Guidance%20for%20Conducting%20Midterm%20Reviews%20of%20UNDP-Supported%20GEF-Financed%20Projects_Final_June%202014.pdf)) for requirements on ratings. No overall rating is required.

### 1. Project Strategy

#### *Project Design:*

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results.
- Review how the project addresses country priorities
- Review decision-making processes

#### *Results Framework/Logframe:*

- Undertake a critical analysis of the project's logframe indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.

### 2. Progress Towards Results

- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, as described in the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as "not on target to be achieved" (red).

- Compare and analyse the GEF Tracking Tool at the Baseline with the one completed right before the Midterm Review.
- Identify remaining barriers to achieving the project objective.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

### 3. Project Implementation and Adaptive Management

Using the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*, assess the following categories of project progress:

- Management Arrangements
- Work Planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder Engagement
- Reporting
- Communications

### 4. Sustainability

Assess overall risks to sustainability factors of the project in terms of the following four categories:

- Financial risks to sustainability
- Socio-economic risks to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

The MTR consultant will include a section in the MTR report setting out the MTR's evidence-based **conclusions**, in light of the findings.

Additionally, the MTR consultant is expected to make **recommendations** to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The MTR consultant should make no more than 15 recommendations total.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### H. Qualifications of the Successful Applicant

The selection of consultant will be aimed at maximising qualities in the following areas:

#### Experience (50%)- max 50 points

- Recent experience with result-based management evaluation methodologies (7 points);
- Experience applying SMART indicators and reconstructing or validating baseline scenarios (6 points);
- Project evaluation/review experiences within United Nations system (6 points);
- Competence in adaptive management, as applied to climate change mitigation (6 points);
- Experience working with the GEF or GEF evaluations (8 points);
- Experience working in Africa (6 points);
- Work experience in relevant technical areas for at least 10 years (6 points);
- Demonstrated understanding of issues related to gender and climate change mitigation (5points).

**Education (10%) – max 10 points**

- At least a Master's degree in relevant areas such as Environmental Sciences, Energy Studies, Engineering or other closely related fields (10 points).

**Skills & Language (10%) – max 10 points**

- Fluent in written and spoken English (3 points);
- Excellent communication skills (3 points);
- Demonstrable analytical skills (4 points).

**Financial Proposal (30%) – max. 30 points*****Consultant Independence:***

The consultant cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

**1. Proposal:**

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

**2. Financial proposal****3. Personal CV including past experience in similar projects and at least 3 references****5. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

**6. AWARD OF CONTRACT**

The award of the contract will be made to the Individual Consultant who has obtained the highest Combined Score and has accepted UNDP's General Terms and Conditions. Only those applications which are responsive and compliant will be evaluated. The offers will be evaluated using the "Combined Scoring method" where:

- a) The educational background and experience on similar assignments will be weighted a max. of **70%**;
- b) The price proposal will weigh as **30%** of the total scoring.

**ANNEX****ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**